



## GT3 Modification Form

Completing this form will enable GT3 to quickly update your agency's ground transportation configuration. Please save the updated document and email it to [gt3setup@groundtravel.com](mailto:gt3setup@groundtravel.com).

ADDITION: _____	DELETION: _____
DATE SUBMITTED: _____	DATE COMPLETED: _____
PERSON SUBMITTING REQUEST: _____	
PHONE/EXT: _____	EMAIL: _____

### Corporate Account Information:

Current Corporate Account Information	
Company Name:	
Contact:	
Phone/Ext.:	
Fax:	
Email:	
Booking Tool:	
PRDS:	

New Office Location / Change of Address Switch of GDS (only if applicable)	
Company Name	
Contact:	
Phone/Ext:	
Fax:	
Email:	
Booking Tool:	
PRDS & GDS:	
IATA #:	
PCC CODE(S):	

### Modifications/Updates Requested:

<b>ADD A SERVICE PROVIDER</b> (Please complete per example below)				
Provider	Contact	Phone	Email	Account Number/FOP
XYZ Limousine (example)	John Disptacher	201-555-1212	<a href="mailto:gt3setup@groundtravel.com">gt3setup@groundtravel.com</a>	ABC123/CC ABC456/DB
<b>DELETE A SERVICE PROVIDER</b> (please complete per example above)				
Provider	Contact	Phone	Email	Account Number
<b>ADD A FREQUENTLY BOOKED ADDRESS</b>				
Office Name	Street Address	City, State, Zip		Telephone Number
XYZ Corp – Main Office	7100 Jonesboro Road	Parkersburg, WV 22003		555-323-2222



Ground Travel  
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For changes of GDS, reporting information, or for other questions about the configuration of your GT3 booking tool, please contact [gt3setup@groundtravel.com](mailto:gt3setup@groundtravel.com).